

# Information and Assistance

Got a question? We want to know. Call us. Write us. Send us an e-mail. We're ready to assist you! ING Access, ING's 24 hour, toll-free number and Internet site lets you manage your account securely, quickly and easily – with just a phone call or the click of a mouse.

Need your account balance or unit values? Looking to update your investment selections or allocations? With ING Access, it's easy to review your account information and make changes. To get started, all you need is your Social Security Number and your Personal Identification Number (PIN).

#### Don't Know Your PIN?

For your security, your PIN is required to access your account by phone and to register for your online account. If you don't know your PIN, use our automated voice response system. It is available toll free,24 hours a day, 7 days a week at 1-800-584-6001.

You will be prompted to enter your SSN and answer an additional security question in order to create a new PIN.

Please see reverse side for telephone prompts and instructions.

#### **PIN for Multiple Accounts**

Please note: if your PIN information differs across your accounts, you will need to log in to each account separately when accessing your account by phone.

#### **ING Access Online**

To access your account online, visit www.ingretirementplans.com. If you haven't used ING Access before, click "sign me up."\*

- 1. Enter your USER ID and Password.
- 2. Click "Enter."
- \* First-time users will be asked to fill out a brief registration form before entering ING Access Online. This form will prompt you to create a personalized USER ID and Password that you will use to access your account(s). You will need your Social Security Number and PIN to complete the registration process.

## Don't Know Your Online USER ID and Password?

You will create your USER ID and Password when you register for your online account.

If you forget your password, you can select a new one by going to <a href="https://www.ingretirementplans.com">www.ingretirementplans.com</a> and clicking "Forgot Your Password?"

If you forget your USER ID, or need to speak to a Customer Service Associate, please call us at 1-800-584-6001.

ING Customer Service Associates are available:

Mon. - Fri., 8:00 a.m. - 10:00 p.m., ET; Sat., 8:00 a.m. - 4:00 p.m., ET.

#### Para asistencia en español:

Si usted necesita asistencia en español sobre su plan de ahorros simplemente marque 1-888-277-7017 para comunicarse con uno de nuestros representantes que hablan español. Este servicio está a su disposición de lunes a viernes, de 8:00 a.m. a 10:00 p.m. hora del este.

#### For special needs assistance:

Toll-free AT&T Relay Customer Service is available for deaf, hard-of-hearing and/or visionimpaired customers wishing to access their account.

- 1-800-855-2880 (TDD)
- 1-800-855-2882 (ASCII)
- 1-800-855-2883 (Telebraille)

AT&T Relay Customer Service will connect with the ING Customer Service Center.



#### ING Access by Phone

#### **Getting Started**

To access your account you will need a touch-tone phone.

- 1. Dial 1-800-584-6001
  - 1. For ING's Automated service, press 1.
  - 2. Para servicio en Espanol, marque 2.
  - 3. To speak with a customer service representative, press 0.
- 2. Enter your Social Security Number
- 3. Enter your PIN followed by the # key
- Select an account to review (account balance and last contribution will be spoken)

#### **Options Menu**

#### 1. To inquire about this account

- 1. Account balance information
- 2. Unit values and interest rates
- 3. Contribution information
- 4. Inquire or initiate a loan or withdrawal<sup>1</sup>
- O. Fund performance
  Note: We have used the term "fund" to
  refer to all investment options, including
  fixed interest rate and stable value options.

### 2. To make changes to this account

- 1. Move existing money
- 2. Change the direction of future contributions
- 3. Change salary contribution percentages<sup>1</sup>
- O. Obtain a current prospectus or offering material for any investment option
- 3. To change your Personal Identification Number (PIN)
- 4. To request a printed account statement
- 5. To review your personal profile information

#### At Any Time You May Press

- \* To return to the previous menu
- 8. To repeat this menu
- 9. To return to the main menu
- To speak with a Customer Service Associate

#### For All Other Inquiries

For account questions that you can't find on ING Access, contact a Customer Service Associate, or e-mail questions to **www.ingretirementplans.com/contact\_us/index.shtml** 

For investment questions, please contact your ING representative.

#### www.ing.com/us www.ingretirementplans.com

Insurance products, annuities and retirement plan funding that are issued by (third party administrative services may also be provided by) ING Life Insurance and Annuity Company. Securities are distributed by ING Financial Advisers, LLC (member SIPC), One Orange Way, Windsor, CT 06095-4774. These companies are wholly owned, indirect subsidiaries of ING Groep N.V. Securities may also be distributed through other broker-dealers with which ING has selling agreements. Insurance obligations are the responsibility of each individual company. Products and services may not be available in all states. Products and services offered through the ING family of companies.

© 2007 ING North America Insurance Corporation C07-1231-005 (1/08)



WWW.ING.COM/US

<sup>&</sup>lt;sup>1</sup>This feature is not available in all plans.